

International Student Orientation

Technology Services Session

Use this handout to help you complete the “tasks” included in the online tutorial. You can always reference this tutorial on the Center for Global Education’s website at <http://globaleducation.edgewood.edu>

(Click on “International Students” -- “Admitted” – “Pre-Arrival Checklist” – “Step 5”)

The Center for Global Education website is a resource for all international students with F-1 and J-1 visas.

Task 1: View and pay your bill on Edgewood Express

**This tutorial is meant to teach you how to pay your bill online. You can log in to Edgewood Express after orientation to make any necessary payments. You can also pay your bill in person in the Business Office in DER217.*

ISEP, SACM, StudyUSA, Masaryk do NOT need to make any payments for tuition room or board.

1. Go to <https://express.edgewood.edu/ICS/Students/> and log in with your username and new password.
2. Within the Students Tab, click on **My Account Info** (in the red header bar at the far left column).
3. Click on “Manage” and “**Pay My Bill**” link within Payment Service.
4. Here you can view your bill as well as pay your bill.
5. To pay your bill online, click on **Make a payment**.

Task 2: Complete the International Student Emergency Contact Survey

**You will need to enter TWO contacts to complete this survey. If you do not have a close friend or family member in the U.S. please use Sara Friar’s information below to complete the form.*

Sara Friar

International Student Advisor

1000 Edgewood College Drive

Madison WI, 53711

Phone: 6086632277

Email: sfriar@edgewood.edu

1. Go to <https://edgewood.sharepoint.com/sites/services/center-for-global-education/Lists/Emergency-Information/overview.aspx>
2. Log into your account using your Edgewood email (i.e. hlloyd@edgewood.edu)
3. Click *International Student Emergency Contact Information Form* (at the far left column).
4. Click **Respond to this Survey** at the Red Header Bar.

Task 3: Personal Information Update

**Everyone needs to complete this online form by September 1 or February 1 so that the College has your current address in the U.S. If you already know your address in the U.S., complete the form now. In the future, you must complete this form within 10 days of moving to a new address. This form is located on the Center for Global Education website under “International Students” by clicking “[Personal Information Update](#)” under the Quick Links. Once you have completed the form, it will be automatically sent to Sara Friar for processing.*

Task 4: Print Congratulations Page to bring to orientation OR save and email to Rami Alharbi ralharbi@edgewood.edu

Additional Technology Information:

□ How to Access Blackboard

**This system provides access to documents, announcements, online discussions and grading for your coursework. It is important to familiarize yourself with Blackboard. Instructions for using Blackboard are available within each Course under the "Tools" tab, by clicking "Blackboard Help for Students".*

1. There are many ways to access Blackboard. You can type the following web address into your web browser: <https://blackboard.edgewood.edu/> OR go to <https://express.edgewood.edu/ICS/Students/> and click on the **Blackboard** link on the left-hand side.
2. Use **Your Edgewood username** (your email without the "@edgewood.edu") as your username and **your Edgewood password**.

□ How to Search for Courses

**Undergraduate students will register for classes during the Advising and Registration session of orientation. You should NOT register for courses at this time, this is meant to be used as a guide for later use.*

1. Go to <https://express.edgewood.edu/ICS/Students/> and **log in with your username and new password**.
2. Within the Students Tab, click on **the Courses and Registration** (in the Red Header Bar at the far left column).
3. Click on the **Registration** link (at the far left column).
4. You can select the "Term" and "Division" for which you would like add (register) or drop classes. Once the correct term is selected, fill in your search criteria in the Course Search area and click *the Search button*.
5. You can also click on *the "More Search Options"* link to use advanced search criteria, such as searching within a particular course number range, and searching for courses based on time of day and days of the week.
6. The matching course results will be displayed in a list.
7. Each course has a selection checkbox next to its code number (* it will appear after academic advisor releases the hold). Remember: undergraduate students will not be able to register for classes until you meet with an academic advisor.

□ **Note:** **Every time you use an Edgewood computer, you must remember to log off (Control –Alt- Delete) when you are done using it!*